



HUMAN RESOURCES ADMINISTRATOR

FLSA Status: Exempt

Adopted: April 2005

Revised: October 2006

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

The Human Resources Administrator is a professional human resources generalist position. With direction from the Assistant City Manager, the incumbent is responsible for the day-to-day operations of the Town's human resources functions, including recruitment and selection, classification and compensation, benefits administration, equal employment opportunity and employee relations. Incumbent may exercise independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

This is a mid-management position reporting to the Assistant City Manager.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Administers the Town's Human Resources policies, ensuring compliance with relevant laws and regulations; makes recommendations to Assistant City Manager regarding policy revisions; coordinates Human Resources activities with other divisions and departments
- Assists employees, colleagues and the public in person and on the telephone, explaining policies and procedures, answering inquiries and providing general customer service
- Designs and administers recruitment and examination procedures; establishes recruitment strategies, screens applications, develops examination materials and establishes list of eligible candidates
- Performs classification studies; researches and evaluates positions, develops written recommendations regarding position classification, and prepares class specifications
- Conducts compensation surveys, analyzing and summarizing data on salaries and benefits
- Counsels and advises management staff on employee relations matters such as performance evaluations and discipline
- Participates in the labor negotiations process with employee bargaining groups, attending collective bargaining sessions and researching and analyzing labor contract issues
- Coordinates and administers employee benefits, workers' compensation, liability and unemployment
- Processes new and terminating employees, including conducting orientations
- Coordinates the Town's safety training and staff development programs; sits on the Safety Committee
- Maintains personnel files and confidential records

- Prepares a variety of written correspondence, including staff reports, memoranda, letters, and the Human Resources newsletter
- Develops and monitors division budget
- Performs related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources administration as related to recruitment and selection, classification and compensation, employee/labor relations, employee benefits, training, and workers' compensation
- Pertinent Federal, State, and local laws and regulations
- Modern office technology including personal computer hardware and software, such as word processing, spreadsheet, and database programs
- Basic principles of budget preparation and administration
- Principles and practices of customer service
- Basic arithmetic and statistical analysis
- Principles and practices of team building and leadership

Ability to:

- Maintain accurate records and database systems
- Maintain confidentiality, professionalism, tact, and composure at all times, including stressful or sensitive situations
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including individuals from diverse backgrounds
- Work effectively as part of a group or team and achieve common goals
- Interpret, apply, and explain relevant laws, regulations, policies, and procedures
- Evaluate situations, analyze problems, identify alternative solutions, and propose practical recommendations
- Take initiative and exercise sound independent judgment within established guidelines
- Handle multiple priorities, organize workload, and meet strict deadlines
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling, and punctuation
- Prepare clear and concise reports, correspondence, and other written materials

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Graduation from an accredited college or university with a bachelor's degree in human resources, business administration, public administration, or a closely related field.
- Experience: Three years of journey-level experience in public sector human resources administration.

LICENSES, CERTIFICATES, REGISTRATION

Licenses: Possession of a valid California Class C Driver License

Certificates: Certification in professional specialty areas may be considered in meeting the education and training guidelines.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Use a telephone
- Communicate through written means
- Work extended and/or flexible hours in order to attend Board and other public meetings
- Work under pressure to complete a variety of written reports within specific timeliness
- Interpret a variety of legal codes and regulations, and accurately and effectively communicate same to the public
- Perform all duties on the job description except those determined to be incidental